

AG Contract No KR99 2062TRN  
ADOT ECS File No. JPA 99-137  
Project: P0300 04P  
Section: Nogales Small Area  
Transportation Study

INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE STATE OF ARIZONA  
AND  
THE CITY OF NOGALES

THIS AGREEMENT is entered into 16 December, 1999,  
pursuant to Arizona Revised Statutes, Sections 11-951 through 11-954, as amended, between the  
STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State")  
and the CITY OF NOGALES, acting by and through its MAYOR and CITY COUNCIL, (the "City").

I. RECITALS

1. The State is empowered by Arizona Revised Statutes Section 28-401 and 28-334 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has delegated to the undersigned the authority to execute this agreement on behalf of the State.

2. The City is empowered by Arizona Revised Statutes Section 48-572 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the City.

3. The State and the City desire to jointly participate in selecting and hiring a consultant to conduct a Nogales small area transportation study, all in accordance with the Scope of Work, which is attached hereto as Exhibit A and made a part hereof, at an estimated cost of \$100,000.00, hereinafter referred to as the Project.

THEREFORE, in consideration of the mutual covenants expressed herein, it is agreed as follows:

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NO 23736  
Filed with the Secretary of State  
Date Filed: 12/16/99  
Petrey Bayless  
Secretary of State

B. Dicky D. Haenewold

## II. SCOPE

### 1. The State will:

a. Using State approved procurement procedures, participate with the City in the selection of a professional engineering transportation planning consultant to accomplish the Project.

b. Review Project progress reports and submittals and provide comments to the City or the consultant as appropriate. Review and approve the final report prior to the City's final payment to the consultant.

c. Contribute a maximum of \$50,000.00 to the Project. Be responsible for any consultant claims for extra compensation attributable to the State.

d. No more often than monthly, reimburse the City on an actual cost basis, in a total amount not to exceed \$50,000.00, within 30 days after receipt and approval of invoices.

### 2. The City will:

a. Using State approved procurement procedures, advertise for, and with the concurrence of the State, select and hire a professional transportation planning consultant to accomplish the Project. Be the lead agency for the Project. Strictly comply with all state and federal procurement laws, rules and procedures.

b. Provide the State timely copies of Project progress reports and submittals, and insure the incorporation of State review comments. Provide the State a copy of the final report, and obtain the State's approval prior to making final payment to the consultant. Accept the final report on behalf of the parties hereto.

c. Be responsible for all Project costs over and above the State's share of \$50,000.00, in an amount currently estimated at \$50,000.00, and for any consultant claims for extra compensation attributable to the City.

d. No more often than monthly, invoice the State, in the form of Exhibit B, on an actual cost basis, with no profit or fee, in a total amount not to exceed \$50,000.00, for the State's share of the project.

## III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until completion of said Project and reimbursements; provided, however, that this agreement may be cancelled at any time prior to the award of a Project consultant contract, upon thirty (30) days written notice to the other party.

2. This agreement shall become effective upon filing with the Secretary of State.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this contract.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes Section 12-1518.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation  
Joint Project Administration  
205 South 17 Avenue, Mail Drop 616E  
Phoenix, AZ 85007

City of Nogales  
City Engineer  
777 N. Grande Avenue.  
Nogales, AZ 85621

7. Attached hereto and incorporated herein is the written determination of each party's legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

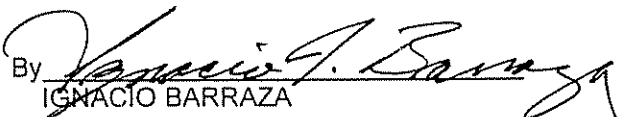
CITY OF NOGALES

STATE OF ARIZONA  
Department of Transportation

By   
CESAR RIOS  
Mayor

By   
MARY LYNN TISCHER, Director  
Transportation Planning

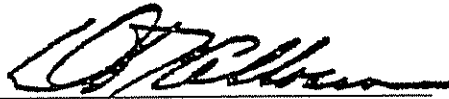
ATTEST

By   
IGNACIO BARRAZA  
City Clerk

RESOLUTION

BE IT RESOLVED on this 19th day of August 1999, that I, the undersigned MARY E. PETERS, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Intermodal Transportation Division, to enter into an agreement with the City of Nogales for the purpose of defining responsibilities for conducting a small area transportation study.

Therefore, authorization is hereby granted to draft said agreement which, upon completion, shall be submitted to the Director of Transportation Planning for approval and execution.

A handwritten signature in black ink, appearing to read 'D. Allocco', is written over a horizontal line.

DAVID R. ALLOCCO, P.E.  
Assistant State Engineer  
Engineering Technical Group  
for Mary E. Peters, Director

RESOLUTION NO. 99-09-98

A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF NOGALES, ARIZONA, AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE STATE OF ARIZONA, ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) AND THE CITY OF NOGALES FOR A CITY OF NOGALES TRANSPORTATION 2000 STUDY; AND DECLARING AN EMERGENCY

WHEREAS, the State of Arizona, ADOT, and the City of Nogales desire to jointly participate in selecting and hiring a consultant to conduct a Nogales Transportation 2000 Study at an estimated cost of \$100,000.00; and

WHEREAS, the State of Arizona will contribute a maximum of \$50,000.00 to the project and for any consultant claims for extra compensation attributable to the State; and

WHEREAS, the City will be responsible for contributing over and above the State's share of \$50,000.00 in the amount of \$50,000.00 and for any consultant claims for extra compensation attributable to the City.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Nogales that:

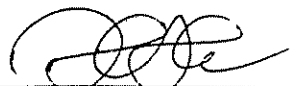
1. That certain Intergovernmental Agreement between the City and the State attached hereto and made a part hereof as Exhibit "A" is hereby adopted and approved;
2. That the Mayor be and hereby is authorized to enter into the Intergovernmental Agreement, and the City staff are hereby authorized to take all necessary and proper steps and action to implement the agreement;
3. That an emergency is hereby declared to exist and this Resolution is hereby exempted from the referendum provisions of the Charter of the City of Nogales, and shall take effect and be in full force and effect from and after its passage and approval.

PASSED, ADOPTED AND APPROVED this 21<sup>st</sup> day of September 1999

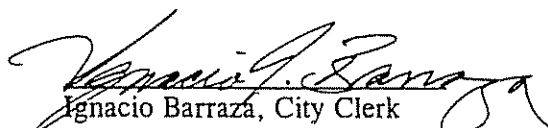
CITY OF NOGALES

  
Cesar Rios, Mayor

APPROVED AS TO FORM:

  
Hugh Holub, City Attorney


ATTEST:

  
Ignacio Barraza, City Clerk

APPROVAL OF THE NOGALES CITY ATTORNEY

I have reviewed the above referenced proposed intergovernmental agreement, between the DEPARTMENT OF TRANSPORTATION, HIGHWAYS DIVISION, and the CITY OF NOGALES and declare this agreement to be in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

DATED this 29 day of September, 1999.

  
\_\_\_\_\_  
City Attorney

# **Nogales Transportation 2000**

## **Request for Proposals**

July 1999

## TABLE OF CONTENTS

|                                       |    |
|---------------------------------------|----|
| I. PROJECT OVERVIEW .....             | 1  |
| II. ADMINISTRATION .....              | 1  |
| III. SCOPE OF WORK.....               | 2  |
| 1. Refine the Work Plan.....          | 2  |
| 2. Inventory Current Conditions ..... | 2  |
| 3. Assess Future Conditions.....      | 3  |
| 4. Special Topics. ....               | 4  |
| 5. Improvements.....                  | 5  |
| 6. Public Participation .....         | 5  |
| 7. Address Title VI Concerns. ....    | 5  |
| IV. STUDY PRODUCTS .....              | 6  |
| V. PROPOSAL CONTENT .....             | 7  |
| VI. COMPENSATION.....                 | 10 |
| VII. SELECTION PROCESS.....           | 10 |
| VIII. PROPOSAL SUBMISSION.....        | 11 |



## I. PROJECT OVERVIEW

Proposals are requested to conduct a transportation study for the City of Nogales. The study area includes the City and neighboring unincorporated areas of Santa Cruz County (see Exhibit 1).

This study will update and replace the 1991 Nogales Urban Area Transportation Study. Continuing growth and development in the City of Nogales requires planning to address the existing and anticipated transportation demands in the City and neighboring unincorporated areas of Santa Cruz County.

The major products of the study will be a five-year plan for improvements, a ten-year program of projects, and a long-range transportation plan. This study will build upon earlier transportation studies in the Nogales area, and incorporate, as appropriate, recommendations from that work. Study recommendations shall be compatible with the Nogales master plan. The contract shall not exceed \$100,000.

## II. ADMINISTRATION

A Technical Advisory Committee (TAC) is established to guide the study process. The TAC includes members appointed to the City of Nogales Transportation Advisory Committee (CONTAC), a recently established permanent advisory committee with representatives from the public and private sector. Anticipated TAC membership includes the following:

- Two representatives of the City of Nogales
- The City of Nogales, Sonora
- Santa Cruz County
- SouthEastern Arizona Governments Organization (SEAGO)
- United States Forest Service
- Nogales Unified School District
- Three private stakeholders
- Fresh Produce Association
- Maquiladora Industry Association
- Arizona Department of Transportation (ADOT)

The Consultant will work closely with the TAC throughout the study. The Consultant will meet with the TAC to review study progress, present working papers and study findings, and solicit input from Committee members. Regularly scheduled meetings with the TAC will allow the consultant to build and maintain the close working relationship essential for the project's success.

Working papers developed during the study will be circulated to the TAC for review, comment and approval. Reasonable comments and requests by the TAC and Project Manager will be incorporated into the working papers and final documents. Mr. Gerardo Calza, Assistant City Engineer, will serve as Project Manager.

### **III. SCOPE OF WORK**

The study should, at a minimum, include the following tasks.

#### **1. *Refine the Work Plan.***

A major objective of the first TAC meeting is to assure that the consultant and the TAC share a similar understanding of the study's workscope. The consultant should present the detailed work plan to the TAC for review and comment. This presentation should include the following.

1. A refined definition of the study area depicted in Exhibit 1.
2. A map showing the major roads and streets that will be addressed by this study.
3. 3. A map depicting the study's traffic and turning movement count locations.
4. The detailed work plan, including work flow charts.
5. The project schedule.

**TAC approval of the work plan, project schedule, and study area definition is necessary to proceed with the study.**

#### **2. *Inventory Current Conditions***

Current land use patterns, travel data, and road and street conditions will be inventoried and evaluated, as will relevant demographic and socio-economic characteristics of the City of Nogales.

Land use patterns will be documented and analyzed with attention focused on the key transportation demand variables: population; employment; and special traffic generators, both existing and planned.

Road and street conditions will be evaluated. The information collected for each segment of roadway under consideration will include: jurisdictional responsibility; functional classification; average daily traffic; intersection turn movements; traffic control devices; right-of-way; roadway width; number of lanes; pavement type and condition; roadway capacity; level of service; flood protection; drainage; maintenance levels; and accident rates.

Travel behavior and demand will be documented and estimated.

Key representatives of public and private agencies will be interviewed to obtain information describing existing transportation conditions.

The City of Nogales and ADOT will provide, as appropriate, readily available information germane to this study.

The City of Nogales and ADOT will provide recent traffic counts of record.

The City of Nogales will provide limited assistance with traffic counts and turning movement counts.

The Consultant is responsible for additional traffic counts and aerial photography.

### **3. *Assess Future Conditions***

Using the software package, TRANPLAN, develop a transportation planning model for the City of Nogales. Forecast future traffic volumes, and identify system deficiencies and improvement needs for the years 2005, 2010, and 2020. This will require reviewing existing land use and development plans to provide a basis for projecting future land use in Nogales. The consultant will work closely with the TAC in developing future land use patterns. The TAC will review and approve the consultants land use projections prior to modeling.

Logical connections to enhance motorized circulation shall be recommended. The study will address alternative land use patterns, and suggest alternative land use patterns that can contribute to easing traffic problems. Improvement actions will be identified, and cost estimates and time schedules developed.

Land use projections will be translated into travel demands, and potential problem areas will be identified. Suggested improvement actions will be identified, and cost estimates and time schedules developed. Financing alternatives necessary to implement the short, middle, and long range plans will be identified.

The above information, along with input from local leaders, will enable the consultant to document future transportation conditions, infrastructure requirements, and transportation issues in the study area.

#### ***4. Special Topics.***

The City desires to use this study as a springboard for pursuing funding to implement the study's recommendations. The City identifies two new potential sources of revenue. One is federal funding under the Coordinated Border Infrastructure Program described in TEA-21 Section 1119. The other is the use of CMAQ funding to address congestion and air quality concerns in Nogales. The study should be prepared with an eye toward seeking funding from these sources. The City requests the Consultant's assistance in preparing applications for these funds.

The City of Nogales does not have a public transit system. A private system operates on City streets making stops in the roadway to pickup or drop off passengers. Stopping in the roadway poses a safety concern that needs to be addressed.

Other topics which should receive special emphasis in this study are the following:

- Interior circulation.
- Access to undeveloped portions of the City and neighboring unincorporated areas
- Proposed north-south and east-west connector roads identified in Exhibit 1
- Pedestrian traffic in the vicinity of the downtown border crossing
- Drainage
- Dust control
- Noise abatement
- Traffic signal progression
- Bicycle access
- Access control measures including traffic controls, center medians, restricted turning movements, etc.
- A review of the City's current roadway design standards.
- A review of the roadway maintenance program for the City of Nogales

- Identification of potentially hazardous locations due to deficiencies involving:

- ⇒ site distance
- ⇒ intersection alignment
- ⇒ street lighting
- ⇒ left turn locations
- ⇒ signing

## 5. *Improvements.*

Determine alternatives to meet the short, middle, and long range transportation infrastructure needs will be developed. These options will be evaluated by a set of criteria that will include (but are not limited to): community support; public development goals; private development responsibilities; improvements in levels of service and safety; environmental issues; project costs; and financial resources.

The five year transportation improvement program will be developed to address current problems and short term needs. Among these projects will be appropriate transportation system management (TSM) actions pending completion of major capital improvements. These projects will be prioritized and linked with financial options.

## 6. *Public Participation*

Public participation is essential throughout the study process. Public commentary will be solicited and documented. This will include interviews with elected officials of Nogales, Santa Cruz County, and Nogales, Sonora. Two public forums will be held to gather public input.

## 7. *Address Title VI Concerns.*

On February 11, 1994 President Clinton issued Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations*. This Order establishes environmental justice as a federal government priority. This study will address environmental justice issues in the following manner.

1. The transportation improvement projects recommended in this study may differentially affect Nogales workers and residents. This study will examine the effects these projects are likely to have on minority populations. Census information provides readily available information describing the population

living within geographic regions affected by proposed transportation improvements. This census information enables graphic representation of minority and low income populations in the study area.

2. Identify and discuss environmental justice issues and concerns that bear on this regional transportation study. Discuss how the recommended projects will potentially affect minority populations. Describe the likely effects, both positive and negative, and the magnitude of these effects. Should any of the projects place a disproportionate burden on minority or low income populations, explain the considerations that dictated this recommendation over alternative actions.
3. Make a concerted effort to reach minority and low income populations when conducting the study's two public meetings.
4. Document the study's public participation process including efforts to address environmental justice issues and concerns.

#### IV. STUDY PRODUCTS

The principal study products are as listed below.

**Technical Memorandum Number 1.** This presents the detailed work plan for the study; it documents the following:

- ⇒ the study area boundary
- ⇒ a detailed scope of work
- ⇒ the project schedule

**Working Paper No. 1.** The first working paper describes existing conditions in the study area.

**Working Paper No. 2 .** The second working paper depicts future conditions in the forecast years (2005, 2010, and 2020)

The draft report: **City of Nogales Transportation Future.**

The final report: **City of Nogales Transportation Future.** Sixty (60) copies of this final report are to be printed. Ten of the 60 copies should be delivered to the Arizona Department of Transportation TAC representative.

The **Executive Summary** for the **City of Nogales Transportation Future**. One hundred (100) copies of this executive summary are to be printed. Twenty of the 100 copies should be delivered to the TAC member representing the Arizona Department of Transportation.

Two reproducible copies of the each working paper and the final report.

Study documents should be prepared using MS/DOS compatible Microsoft Word for word processing and Microsoft Excel for spreadsheets. Study products, supporting analyses, and other documentation should be submitted both on paper and electronically on 3.5" floppy diskettes.

## V. PROPOSAL CONTENT

The proposal should be submitted as a single, bound, 8 1/2" x 11" document. Promotional materials, samples of recently completed work, and references are to be edited regarding the relevance to this request, and must relate only to the specific individuals comprising the project team.

The proposal and supporting materials are to be arranged in the following order. Respective sections are to be separated by tabbed dividers, with labels.

1. **Identification** The title sheet or equivalent shall include a short title for the proposed study; the names and business addresses of the organization(s) that will conduct the work; and the name, title, mailing address and telephone number of the principal investigator.
2. **Table of Contents**
3. **Introduction** Provide a clear, concise statement of the City of Nogales's needs regarding this request. Characterize those situational elements that are unique, major challenges, or unusual opportunities beneficial for the area.
4. **Study Objectives** Identify the technical objectives guiding this study efforts. The objectives should identify clearly and concisely the products of the contract. The objectives stated in the proposal should reflect the proposer's intent, creativity, and understanding of the project.
5. **Project Work Plan** The work plan should describe the study's tasks, detailing the full scope of services to be provided. The plan should clearly define the proposed approach and the specific products that will result. The study methodology should be described in sufficient detail to permit an

objective evaluation of the proposal. The work plan should be subdivided into the following sections:

A. **Introduction.** Set the stage for the presentation of the study plan.

B. **Study Approach.**

- ⇒ Describe how the objectives will be achieved through a logical plan, and explain how each task is to be undertaken.
- ⇒ Show the organizational chart for the study and identify the project manager.
- ⇒ Identify the contribution each team member will make to each task in terms of person-hours. This data must be summarized in a table depicting the following items.

- The names of the consulting team members.  
(Any change in the research team at any time must have the prior approval of the Project Manager.)
- Each team member's role in this project.
- Each team member's commitment to this project as a percentage of his/her total workload at the consultant firm during the contract period.  
(Assume one person-month = 174 hours.)
- ~~• The number of hours each team member will spend on each task of this project.~~
- ~~• The hourly rate for each team member and the total cost attributed to each team member and task.~~

C. **Presentation of Anticipated Products.** Show how the results of the study will be reported and presented. Indicate the number and types of graphics and other visual aids that will be employed for interpretive purposes on behalf of the City of Nogales.

D. **Qualifications and Experience** - State the relevant qualifications and experience of each project team member.

E. **Facilities and Equipment Available** - Include the location of the base of operation for this study.



F. **Work Time Schedule** - Provide bar charts to illustrate the scheduling and interrelationships among the major study tasks.

G. **Progress Reporting Procedures** - Indicate the format of the monthly reporting procedure to which the project team will adhere. The monthly progress report with an updated schedule should be limited to two pages. It should include at least the following:

- Progress made in terms of the specific activities that were completed
- Information generated
- Contacts made
- Summary of task reports
- Percentage of the study completed
- Costs incurred
- Next month's activities

H. **Cooperative Features** - If assistance in the form of personnel, data, or equipment is required from other organizations, the proposal must describe the plans, including letters of commitment for obtaining such help or information.

## 6. Supporting Material

A. **Relevant Experience and References** - Describe the consultant firm's experience in performing studies similar to that anticipated by this Request for Proposals. Include the following:

- Inclusive project dates
- Name and address of the organization from whom the project was performed
- Name and telephone number of an individual in the client's organization who is familiar with the study
- A short description of the study

B. **GSA Form 254 (Exhibit II)**

- C. **Arizona Department of Transportation EEO Report (Exhibit III)**
- D. **Notification of Any Potential Conflict of Interest**
- E. **Appendices** - The appendices may include a detailed resume of each team member, abstracts of previous similar studies, or any other information that may be useful to the Technical Advisory Committee in evaluating the firm's proposal.

The proposal shall be signed by a representative or office authorized to bind the offeror. Individuals of the offering organization authorized to negotiate a contract based on the proposal shall be identified by name, title, address and telephone number. Ten (10) copies of the proposal shall be submitted.

The contract will be considered complete upon acceptance by the City of Nogales and the Arizona Department of Transportation of the final report

## **VI. COMPENSATION**

All work and the study's products shall be completed to the satisfaction of the City of Nogales based on recommendation by the Technical Advisory Committee.

Progress payments will be made upon request submitted by invoice following satisfactory review of progress by the City of Nogales and the Technical Advisory Committee.

Ten (10) percent of the consultant's billing will be withheld pending official acceptance of the final report by City of Nogales and the Arizona Department of Transportation.

## **VII. SELECTION PROCESS**

Along with the items covered in the study objectives and proposal content noted above, the following criteria will be considered in evaluating the proposals.

- Responsiveness to the information and details contained within the scope-of work.
- Consistency of the work plan with the study objectives.
- Familiarity with the needs of the City of Nogales.
- The education and experience of the project team.

Each proposal submitted for consideration will be evaluated by the Technical Advisory Committee. The Committee reserves the right to call for oral interviews of the top candidates prior to award.

## VIII. PROPOSAL SUBMISSION

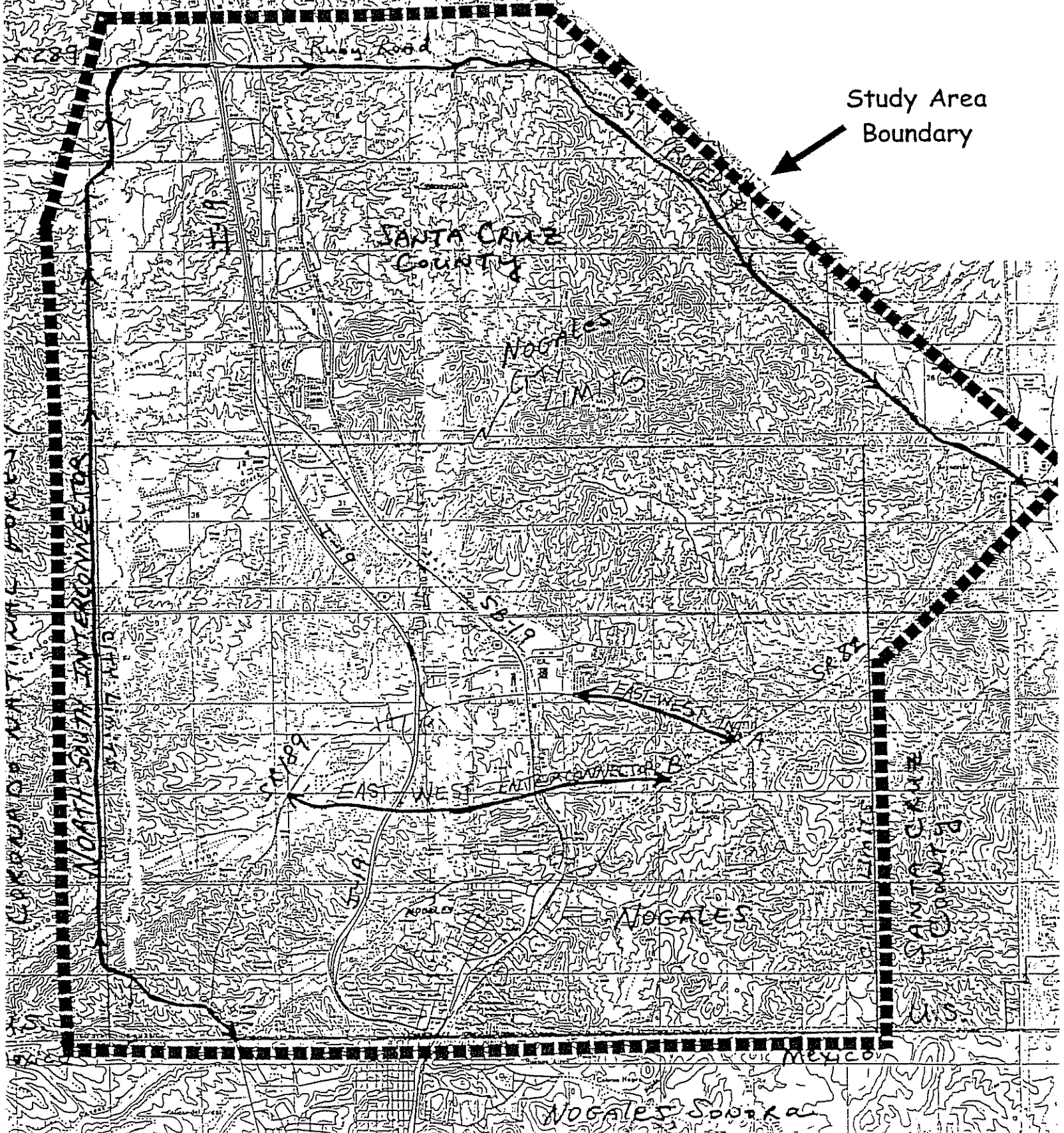
The deadline for submittal of proposals to the City of Nogales is 4:00 P.M. Mountain Standard Time, Monday, \*MONTH, \*DAY, 1999. Ten (10) copies of the proposal, with the consultant qualifications and technical information sealed separately from the price proposal, are to be delivered to:

**\*\*NAME\*\***

**City of Nogales  
777 North Grand Avenue  
Nogales, Arizona 85621**

Questions concerning the request should be directed to Mr. Gerardo Calza, Assistant City Engineer for the City of Nogales. Mr. Calza can be reached at (520) – 287-8338.

Exhibit I  
Study Area Boundary



# Architect-Engineer and Related Services 254 Questionnaire

## EXHIBIT TWO

## Purpose:

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

## Definitions:

"**Architect-engineer and related services**" are those professional services associated with research, development, design and construction, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, and other related services.

"**Parent Company**" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C. "**Principals**" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"**Discipline**", as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"**Joint Venture**" is a collaborative undertaking by two or more firms or individuals for whom the participants are both jointly and individually responsible.

"**Consultant**", as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"**Prime**" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be

regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"**Branch Office**" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

## Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
  - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.)
 

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Women-owned. (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
  - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel and telephone numbers for all associated or branch offices, including any headquarters or foreign offices which provide A-E and related services.
  - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines--sociologists, biologists, etc.--and number of people in each, in blank spaces.
9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to

STANDARD  
FORM (SF)

254

Architect-Engineer  
and Related Services  
Questionnaire

1. Firm Name / Business Address:

2. Year Present Firm  
Established:

3. Date Prepared:

4. Specify type of ownership and check below, if applicable.

- ☐ A. Small Business  
☐ B. Small Disadvantaged Business  
☐ C. Woman-owned Business

1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any, and Year(s) Established:

6. Names of not more than Two Principals to Contact: Title / Telephone

1)  
2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel: -

8. Personnel by Discipline: (List each person only once, by primary function.)

|                         |                      |                          |
|-------------------------|----------------------|--------------------------|
| Administrative          | Electrical Engineers | Oceanographers           |
| Architects              | Estimators           | Planners: Urban/Regional |
| Chemical Engineers      | Geologists           | Sanitary Engineers       |
| Civil Engineers         | Hydrologists         | Soils Engineers          |
| Construction Inspectors | Interior Designers   | Specification Writers    |
| Draftsmen               | Landscape Architects | Structural Engineers     |
| Ecologists              | Mechanical Engineers | Surveyors                |
| Economists              | Mining Engineers     | Transportation Engineers |

9. Summary of Professional Services Fees

Received: (Insert index number)

Last 5 Years (most recent year first)

19\_\_\_\_ 19\_\_\_\_ 19\_\_\_\_ 19\_\_\_\_ 19\_\_\_\_

Direct Federal contract work, including overseas

All other domestic work

All other foreign work\*

Ranges of Professional Services Fees

Index

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million

# 10. Profile of Firm's Project Experience, Last 5 Years

| Profile Code | Number of Projects | Total Gross Fees (in thousands) | Profile Code | Number of Projects | Total Gross Fees (in thousands) | Profile Code | Number of Projects | Total Gross Fees (in thousands) |
|--------------|--------------------|---------------------------------|--------------|--------------------|---------------------------------|--------------|--------------------|---------------------------------|
| 1)           |                    |                                 | 11)          |                    |                                 | 21)          |                    |                                 |
| 2)           |                    |                                 | 12)          |                    |                                 | 22)          |                    |                                 |
| 3)           |                    |                                 | 13)          |                    |                                 | 23)          |                    |                                 |
| 4)           |                    |                                 | 14)          |                    |                                 | 24)          |                    |                                 |
| 5)           |                    |                                 | 15)          |                    |                                 | 25)          |                    |                                 |
| 6)           |                    |                                 | 16)          |                    |                                 | 26)          |                    |                                 |
| 7)           |                    |                                 | 17)          |                    |                                 | 27)          |                    |                                 |
| 8)           |                    |                                 | 18)          |                    |                                 | 28)          |                    |                                 |
| 9)           |                    |                                 | 19)          |                    |                                 | 29)          |                    |                                 |
| 10)          |                    |                                 | 20)          |                    |                                 | 30)          |                    |                                 |

# 11. Project Examples, Last 5 Years

| Profile Code | "P", "C", "JV", or "IE" | Project Name and Location | Owner Name and Address | Cost of Work (in thousands) | Completion Date (Actual or Estimated) |
|--------------|-------------------------|---------------------------|------------------------|-----------------------------|---------------------------------------|
|              |                         | 1                         |                        |                             |                                       |
|              |                         | 2                         |                        |                             |                                       |
|              |                         | 3                         |                        |                             |                                       |
|              |                         | 4                         |                        |                             |                                       |
|              |                         | 5                         |                        |                             |                                       |
|              |                         | 6                         |                        |                             |                                       |
|              |                         | 7                         |                        |                             |                                       |

|  |  |    |  |  |  |  |  |  |  |
|--|--|----|--|--|--|--|--|--|--|
|  |  | 20 |  |  |  |  |  |  |  |
|  |  | 21 |  |  |  |  |  |  |  |
|  |  | 22 |  |  |  |  |  |  |  |
|  |  | 23 |  |  |  |  |  |  |  |
|  |  | 24 |  |  |  |  |  |  |  |
|  |  | 25 |  |  |  |  |  |  |  |
|  |  | 26 |  |  |  |  |  |  |  |
|  |  | 27 |  |  |  |  |  |  |  |
|  |  | 28 |  |  |  |  |  |  |  |
|  |  | 29 |  |  |  |  |  |  |  |
|  |  | 30 |  |  |  |  |  |  |  |

12. The foregoing is a statement of facts

Date:



## EXHIBIT THREE

ARIZONA DEPARTMENT OF TRANSPORTATION  
CONSULTANTS ANNUAL MANPOWER UTILIZATION EEO-REPORT

## INSTRUCTIONS

Consultants shall submit this form annually. The employment data will be based on the last pay period for the year ended. The report will be due upon the 15th day of the month following the year ended. The report will be sent to the Arizona Department of Transportation, Attn. Title VI Compliance Officer, 205 South 17th Avenue, Phoenix, Arizona 85007. Telephone (602) 255-7761.

|                           |                 |
|---------------------------|-----------------|
| ESTIMATED PEAK EMPLOYMENT | NAME OF FIRM    |
| MONTH & YEAR              | ADDRESS OF FIRM |
| NUMBER OF EMPLOYEES       |                 |

## EMPLOYMENT DATA

| JOB CATEGORIES      | TOTAL EMPLOYEES |   | TOTAL MINORITIES |   | BLACKS |   | HISPANIC |   | AMERICAN INDIAN OR ALASKAN NATIVE |   | ASIAN OR PACIFIC ISLANDER |   |
|---------------------|-----------------|---|------------------|---|--------|---|----------|---|-----------------------------------|---|---------------------------|---|
|                     | M               | F | M                | F | M      | F | M        | F | M                                 | F | M                         | F |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
|                     |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
| TOTAL               |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |
| ON THE JOB TRAINEES |                 |   |                  |   |        |   |          |   |                                   |   |                           |   |

SUMMARIZE NEW HIRES FOR THE CURRENT YEAR INDICATING MINORITIES AND NON MINORITIES BY JOB CATEGORIES.  
(USE REVERSE SIDE OF FORM IF NEEDED)

PREPARED BY (SIGNATURE AND TITLE OF REPRESENTATIVE)

DATE

REVIEWED BY (SIGNATURE AND TITLE OF ADOT OFFICIAL)

DATE





STATE OF ARIZONA

OFFICE OF THE ATTORNEY GENERAL

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JANET NAPOLITANO  
ATTORNEY GENERAL

**INTERGOVERNMENTAL AGREEMENT**  
**DETERMINATION**

A.G. Contract No. KR99-2062TRN, an agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952, as amended, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining parties, other than the State or its agencies, to enter into said agreement.

DATED October 20, 1999.

JANET NAPOLITANO  
Attorney General

JAMES R. REDPATH  
Assistant Attorney General  
Transportation Section

JRR:et/93791

Enc.